

CITY PROSECUTOR

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Class Code - M107

GENERAL DESCRIPTION OF THE DUTIES

This position serves as the City's chief prosecutor in McMinnville Municipal Court.

SUPERVISION RECEIVED

Works under the general, executive direction of the City Manager. Reviews are conducted by the City Manager, using the following performance measures:

1. The City Prosecutor shall observe high standards of conduct so that the integrity, impartiality, and independence of the Municipal Court are preserved.
2. The City Prosecutor shall act at all times in a manner that promotes public confidence in the judicial system and the legal profession.
3. The City Prosecutor shall not engage in conduct that reflects adversely on the City Prosecutor's character, competence, temperament, or fitness to serve as City Prosecutor.
4. The City Prosecutor shall be faithful to the law and shall prosecute matters on the basis of the facts and applicable law.
5. The City Prosecutor shall not be swayed by partisan interests, public clamor, or fear of criticism.

SUPERVISION EXERCISED

Employees in this classification do not supervise employees, although employees may give technical direction to other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Performs work as provided in this job description.
2. Maintains regular job attendance and adherence to working hours as needed.
3. Provides advice and training to support staff as needed.
4. Serves as prosecutor during trials, hearings, and arraignments.
5. Keeps current with changes in the law.
6. Maintains proficiency by attending conferences and meetings.
7. Performs related work as needed.

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KNOWLEDGE, SKILLS AND ABILITIES

Knowledge :

- Municipal Court policies and procedures.
- Reporting and disclosure requirements of government entities.
- Principles and practice of the legal profession.

Skill in:

- With the court administrator, implementing work methods and procedures which promote a safe working environment.
- Interpreting, understanding, and applying statutes, rules, and regulations.
- Providing outstanding customer service, both internally and externally.

Ability to:

- Work independently without direct supervision.
- Communicate orally and in writing in a clear and concise manner.
- Represent the City positively and effectively.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Negotiate effective solutions to complex problems.

EXPERIENCE AND TRAINING

Minimum three years experience practicing law; graduation from an accredited law school or any satisfactory combination of experience and training that would demonstrate the knowledge, skills and abilities required to perform the essential job functions is qualifying; and an excellent work history and attendance..

SPECIAL REQUIREMENTS

Must be a member in good standing of the Oregon State Bar Association.

DESIRABLE BACKGROUND

Local government experience as in-house legal counsel in Oregon is preferred. Knowledge of the legal issues surrounding the applications of technology in delivering public services and Oregon library laws are desirable.

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PHYSICAL DEMANDS OF THE POSITION

While performing the essential duties and responsibilities of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. Duties involve moving materials weighing up to ten (10) pounds on a regular basis such as files, books, office equipment, etc. Manual dexterity and coordination are required in less than fifty (50) percent of the work period while operating standard office equipment and motorized vehicle. Reasonable accommodation will be provided to qualified individuals with a disability and known limitations.

WORKING CONDITIONS

Usual office working conditions. The attendance of night meetings is required

Approved By _____ Date _____
(City Attorney)

Adopted By _____ Date _____
(City Manager)

Established: 06/15